

**TOWN OF HITCHCOCK
BLAINE COUNTY, OKLAHOMA**

**ACCOUNTANT'S REPORT
AGREED UPON PROCEDURES**

FISCAL YEAR ENDED

JUNE 30, 2014

WILLIAM K. GAUER
CERTIFIED PUBLIC ACCOUNTANT
WATONGA, OKLAHOMA

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**INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED UPON
PROCEDURES THAT INCLUDES AN ACCOUNTANT'S COMPILATION REPORT ON
ACCOMPANYING FINANCIAL STATEMENTS COMPILED BY THE ACCOUNTANT**

Independent Accountant's Report

To the Specified Users of the Report:

Town Board, Town of Hitchcock
Hitchcock, Oklahoma

Oklahoma Office of State Auditor and Inspector
Oklahoma City, Oklahoma

I have compiled the accompanying Summary of Changes in Fund Balance Cash Basis of the Town of Hitchcock and Public Trusts, Hitchcock, Oklahoma as of June 30, 2014 and the related Budgetary Comparison Schedule of General Fund Cash Basis for the fiscal year ended June 30, 2014. The financial statements have been prepared in a format and basis of accounting, as prescribed by Oklahoma Statutes, that demonstrates compliance with the cash basis and budget laws of the State of Oklahoma, which is a comprehensive basis of accounting other than generally accepted accounting principles. I have not audited or reviewed the financial statements referred to above, and accordingly, do not express an opinion or provide any assurance about whether the financial statement are in accordance with the cash basis described above.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the cash basis of accounting and the requirements of Oklahoma Statutes and for designing, implementing, and maintain internal controls relevant to the preparation and fair presentation of the financial statements.

My responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide an assurance that there are no material modifications that should be made to the financial statements.

Management has elected to omit substantially all of the disclosures ordinarily included in financial statements prepared in accordance with the cash basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Town's assets,

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liabilities, equity, revenues and expenses. Accordingly, these financial statements are not designed for those who are not informed about such matters.

Additionally, I have performed the procedures enumerated below which were agreed to by the specified users of the report, as identified above, and as defined within the applicable state laws of the State of Oklahoma solely to assist the Town and Public Works Authority in meeting its financial accountability requirements as prescribed by Oklahoma Statutes §1417 (105-107) and §60-180.1-.3 and evaluating compliance with specified legal or contractual requirements for the fiscal year ended June 30, 2012. Management of the Town of Hitchcock is responsible for the Town's financial accountability and its compliance with those legal and contractual requirements. This agreed-upon procedures engagement was conducted in accordance with the attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of those parties specified in this report. Consequently, I make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Procedures and Findings

As to the **Town of Hitchcock** as of and for the fiscal year ended June 30, 2014:

1. **Procedures Performed:** From the Town's trial balances, we prepared a schedule of changes in fund balances for each fund (see accompanying ExhibitA) and compared the schedule results to the statutory prohibition of creating fund balance deficits to report any noted instances of noncompliance.

Findings: None

2. **Procedures Performed:** From the Town's trial balances, we prepared a budget and actual financial schedule for the General Fund and any other significant funds listing separately each federal fund (see accompanying Exhibit B) and compared the actual expenditures and encumbrances reported to the authorized appropriations to report any noted instances of noncompliance with the appropriation limitations.

Findings: None

3. **Procedures Performed:** We agreed the Town's material bank account balances to bank statements, and traced the timely clearance of significant reconciling items to report any significant or unusual instances of reconciling items that have not cleared.

Findings: None

4. **Procedures Performed:** We compared the Town's uninsured deposits to fair value of pledged collateral to report any amounts of uninsured and uncollateralized deposits.

Findings: None

**INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON
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5. Procedures Performed: We compared use of materialrestricted revenues and resources to their restrictions to report any noted instances of noncompliance.

Findings: None

6. Procedures Performed: We compared the accounting for the Town's activities by fund to the legal and contractual requirements for separate funds to report any noted instances of noncompliance.

Findings: None

7. Procedures Performed: We compared the Town's account balances in reserve accounts to contractually required balances and debt service coverage requirements of bond indentures to the actual coverage to report any noted instances of noncompliance.

Findings: None

I was not engaged to and did not conduct an examination, the objective of which would be the expression of an opinion on compliance. Accordingly, we do not express such an opinion. Had I performed additional procedures, other matters might have come to my attention that would have been reported to you.

This report is intended solely for the information and use of the specified users, as identified above, and is not intended to be and should not be used by anyone other than these specified parties.


September 8, 2014

Exhibit A
Town of Hitchcock
Summary of Changes in Fund Balances
For the Fiscal Year Ended June 30, 2014

	Beginning of Year	Current Year Change		End of Year
	<u>Fund Balances</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Fund Balances</u>
TOWN:				
Governmental Funds				
General Fund	\$ 51,221	\$ 29,334	\$ 32,859	\$ 47,696
Street and Alley Fund	5,138	-	-	5,138
Light and Water Fund	11,303	-	-	11,303
Grant Fund	-	-	-	-
Town Subtotal	<u>67,662</u>	<u>29,334</u>	<u>32,859</u>	<u>64,137</u>
Overall Totals	<u>\$ 67,662</u>	<u>\$ 29,334</u>	<u>\$ 32,859</u>	<u>\$ 64,137</u>

Exhibit B
Town of Hitchcock
Budgetary Comparison Schedule General Fund - Cash Basis
For the Fiscal Year Ended June 30, 2014

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with</u>
	<u>Original</u>	<u>Final</u>	<u>Amounts</u>	<u>Final Budget</u>
				<u>Positive (Negative)</u>
Beginning Budgetary Fund Balance:	\$ 51,221	\$ 51,221	\$ 51,221	\$ -
Resources (Inflows):				
Taxes:				
Franchise Tax	-	-	-	-
Tobacco Tax	109	109	106	(3)
Total Taxes	109	109	106	(3)
Intergovernmental:				
Motor Vehicle Tax	764	764	921	158
Alcoholic Beverage Tax	1,270	1,270	1,457	186
Gas Excise Tax	-	-	181	-
State Grants	-	-	-	-
Investment Income	116	116	105	(11)
Miscellaneous Income				
Garbage Collection Fees	25,526	25,526	24,097	(1,429)
Rent	-	-	2,467	2,467
Royalties	68	68	-	(68)
Other	-	-	-	-
Other Financing Sources:				
Transfer from Other Funds	-	-	-	-
Amounts available for appropriations	79,074	79,074	80,555	1,300
General Government:				
Personal Services	3,000	3,000	610	(2,390)
Maintenance and Operations	30,000	32,500	32,249	(251)
Capital Outlay	46,074	43,574	-	(43,574)
Other Financing Uses:				
Transfers to other funds	-	-	-	-
Total Charges to Appropriations	79,074	79,074	32,859	(46,214)
Ending Budgetary Fund Balance	\$ -	\$ -	\$ 47,696	\$ 47,514